

**Meeting of the Library Board of Trustees
Conant Public Library
Sterling, MA
Minutes of February 8, 2021**

Open Meeting:

Call to order: 7:00 pm

Roll Call:

Present: (remotely via Zoom) Trustees Akerson, Carlin, Glavin, Martin, Petullo, Scannell. Also present remotely Library Director, Pat Campbell.

Absent: None

Members of the public present remotely: None

Review/Approve January 11, 2021, Meeting Minutes

Motion to accept: Scannell. Second: Akerson

Unanimous

Director's Report

Circulation:

- Overall circulation in January was 12% lower than in December
- The four strongest categories are adult fiction and non-fiction, children's materials, and downloadable materials
- Ancestry.com usage was up appreciably
- Patron requests for library cards was the largest since the shutdown

Facilities Report:

- The elevator passed inspection
- The laminate tops for desks and cladding on the Children's Room desk were installed
- Staff members are transitioning to finished work stations after using makeshift arrangements for most of the shutdown

Finance:

- The overall budget is on track
- Funds remaining in Repairs and Maintenance will be applied to cleaning requirements
- The Legislature passed an increase in Library line items in FY 21
- The first portion of State Aid is expected to be released in February

Services:

- The library delivered 4,534 items through curbside, home, and online delivery in December
- The library sent 830 items to other libraries
- 75 children participated in the Book BINGO Reading Challenge sponsored by the Friends of the Library
- The 1000 Books Before Kindergarten continues to gain registrants
- 30 children returned letters for the Interactive Favorite Books of 2020 Display
- 210 Craft Kits To-Go were requested and given out to patrons through curbside and delivery
- A new craft is offered each week
- 161 views across 4 Storytime videos in the Stay-at-Home Storytime Facebook page
- 8 teens participated in the Jeopardy for Teens on Zoom
- 4 adults attended the monthly Parents Night Out Book Group meeting on Zoom
- The library has received tax forms and booklets which are available via curbside pickup and delivery by phone request

Review and Vote on FY 22 Library Budget

“The Trustees move to approve the FY 22 Library Annual Budget”

Motion to accept: Petullo. Second: Martin

Unanimous

FY 22-26 Capital Plan

“The Trustees approve the library’s portion of the draft version of the FY 22-26 Capital Plan as presented.”

Motion to accept: Akerson. Second: Scannell

Unanimous

Elevator Study and Proposed Design

- The library has received a bid package from LLB Architects, a firm with extensive municipal design and planning experience, in response to the Request for Proposal (RFP) which was sent to firms recommended by area librarians
- This company is recommended by municipalities including Acton, Franklin, Bolton, and Harvard among others
- All references provided by LLB Architects have been checked
- A building subcommittee is being formed to monitor the process and advise the Trustees

“The Trustees move to accept the proposal as has been presented to us by LLB Architects.”

Motion to accept: Scannell. Second: Akerson

Unanimous

Review Potential Limited Saturday Curbside Hours

- Beginning February 27 the Library will provide curbside pickup
- Staff will be answering phone and filling orders
- Proposed hours would be 10:00 to noon
- This service will begin with a soft open

Next posted meeting date: March 8, 2021

Adjournment: 7:45 pm

Motion to accept: Scannell. Second: Akerson

Unanimous

Sara Petullo, Secretary